

EDUCATION LIAISON

DEFINITION

Under direction, acts as a liaison between school districts, local, state and federal agencies for the purpose of developing, implementing, advancing and supporting the goals set forth by the Mayor's Office of Education.

SUPERVISION RECEIVED/EXERCISED

Receives direction from the City Manager.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

This is a single, unclassified position in which incumbents serve at the will of the City Manager.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following.)

Acts as the community contact point for education issues within city government and builds productive relationships between the city and community stakeholders to improve and enrich the quality of education and workforce preparedness.

Facilitates the interaction of businesses, government, school districts, and the community to promote collaboration for the improvement of quality education.

Monitors city programs, projects and policies that directly or indirectly relate to education in the community.

Serves as a liaison between educational institutions and city departments and responds to and resolves sensitive and complex community and organizational inquiries and complaints.

Researches, compiles and analyzes data, prepares and assembles reports, special studies, correspondence and projects and distributes to staff, the press, and interested members of the public.

Advises Mayor on pertinent local, state and national educational issues; conducts continuous research on educational practices and recommends solutions and alternatives that will produce greater efficiency and economy in operations.

May represent the Mayor at community events and activities relating to education and youth development; attends and participates in professional and community meetings as necessary; communicates the Mayor's vision through participation on boards, commissions and task forces throughout the community.

Performs other related duties as assigned.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The principles and priorities of all levels of government as applied to the development and implementation of services essential to the community.

Research techniques and basic statistical methods, report writing and presentation.

The general relationships between local, state, and federal governments, public interest groups, and private enterprise as they affect the City.

Modern office terminology, procedures, and computer software applications including word processing, spreadsheets and database programs.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Ability to:

Exercise sound judgment and initiative in the development of new methods and procedures and in the solution of difficult problems and issues.

Research, compile, analyze, and draw sound conclusions according to existing laws, regulations, and policies and other complex data.

Communicate clearly and concisely, both orally and in writing, and prepare clear and concise written reports and correspondence.

Establish and maintain positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience in responsible administrative work in an educational setting, or related work.

Education:

A Bachelor's degree from an accredited college or university in liberal studies, sociology, business administration, or a related field.

Special Requirement(s):

Possession of, or the ability to obtain, a valid Class C California driver's license.

APPROVED: _____
Director

DATE: _____

APG:NK:RLR:10/13/04